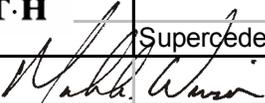


POLICY & PROCEDURE		
	Parking Permits	
	Supersedes:	Effective: June 1, 2005
Approved: 	Page 1 of 1	

The City of Duluth recognizes that finding parking at or around certain City work locations is often difficult. Therefore, permits are issued, as available, to accommodate the parking needs of employees.

Parking Permit Eligibility

The Director of Administrative Services or his/her designee will assign parking permits for City-controlled lots to employees who meet any one of the following criteria:

1. The employee is required to make work-related trips during normal work hours and uses his/her private vehicle for such trips.
2. The employee is assigned or stationed to work at a site away from City Hall, but must make trips to City Hall in his/her private vehicle to conduct City business.
3. The employee drives to work on a regular basis and is willing to pay a market rate monthly fee to the City.

Applying for a Parking Permit

1. Employees who are eligible for a parking permit must complete the “[City Parking Permit Request](#)” form and submit it to Facilities Management, Room 208 City Hall. Information regarding available spaces/lots is available by calling their office at 730-5430.
2. The Director of Administrative Services or his/her designee will notify the employee of the approval or non-approval of the permit. If the permit is approved, information regarding display of permit and payment of fees (if applicable) will be provided when the permit is issued.
3. Parking permits must be displayed when parking in the approved location. Failure to display the permit may result in a parking ticket.
4. Employees with parking permits are required to comply with all policies, rules, and regulations governing their parking lot location. Failure to follow all rules may result in loss of parking privileges.